

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **RECREATION SUPERVISOR (Internship Position for County)**

Jurisdictional Class: **Competitive; under 5,000 population or Part time Non-Competitive**

Date Adopted: **Unknown**

Date Revised: **8/21/70; 5/15/98 (title change); 7/16/01; 3/06; 3/14/07;**

Jurisdictions: **County, Towns & Villages**

Pay Grade: **9**

**DISTINGUISHING FEATURES OF THE CLASS:** Working under general supervision and specific policies, incumbents are responsible for operating a particular phase of a recreation program. Recreation Supervisors may be responsible for activities at a single facility or playground, or for particular activities. Supervision is exercised over employed and/or volunteer subordinates. Does related work as required. The class is subordinate to that of Youth Bureau Director, yet is superior to that of Recreation Assistant and has responsible operating charge of a facility, site or program.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in the design and planning of summer programs;  
Carries out the program planned for a recreation facility;  
Organizes groups according to age, interest, and ability;  
Organize, promote and direct activities for summer programs such as nature studies, hikes, various adventure activities, camping, arts & crafts, storytelling, quiet games, athletics, etc.;  
Supervises play activity;  
Assist with the organization and supervision of an Adventure Program and any other specialty program(s) as instructed by the Youth Bureau Director;  
May assist in the organization of and conducts tournaments, basketball, bowling, badminton, volleyball, and table game leagues;  
May assist in the organization of, and conducts socials, dances, and other special events;  
Plans daily schedule of various assigned activities per the Director of the Youth Bureau;  
May act as an official and maintain order at games and contests;  
Completes program reports, incident reports and logging participant information;  
Inspects equipment for safety;  
Attends staff meetings to discuss special problems and the recreation program;  
Distributes and keeps records of and for maintenance of equipment;  
Gives first aid;  
May be required to present program reports to advisory boards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of recreational activities to include teambuilding adventure activities and outdoor skills; working knowledge of the organization and conduct of recreation programs; working knowledge of first aid; ability to supervise others, particularly youth participants; keep records; give and enforce instructions; follow directions.

**MINIMUM QUALIFICATIONS:**

- (A) Associate degree or higher from an accredited college and a minimum of six (6) months of volunteer or paid experience in area recreation, youth work, adventure activities; **OR**
- (B) High school diploma or equivalency and minimum of one (1) year of volunteer or paid experience in recreation, youth work, or adventure activities; **OR**
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

Last Reviewed: n/a  
Last Updated: 03/14/07  
Reviewed By: n/a  
Last Reallocated: n/a

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**NOTE:** Volunteer work experience must be documented in some manner. Experience requirements are based on the following: two (2) full summers with a minimum of twenty-three (23) hours a week equals one (1) year of service. A month of experience shall mean at least three (3) weeks with a minimum of sixty (60) hours in the month. Experience may be pro-rated: Two (2) months of half-time experience is the equivalent of one (1) month of full-time experience.

**NOTE:** Adventure activities are meant by canoeing, kayaking, rock climbing, hikes and overnight camping, and white water rafting.